

SECTION B
Price Schedule

The contractor shall provide all labor, supervision, materials and supplies for human capital transformation and modernization services in accordance with Section C at the firm-fixed-price as follows:

MANDATORY TASKS

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QTY.</u>	<u>UNIT</u>	<u>PRICE</u>
001	HR Functional Assessment	1	Lot	\$ _____
002	Key Personnel Interviews	1	Lot	\$ _____
003	Technology Review – Human Capital Processes	1	Lot	\$ _____
TOTAL \$ _____				

Pricing shall be provided for each task in accordance with Section M of this solicitation.

SECTION C **Statement of Work**

INTRODUCTION

Among the key personnel challenges currently facing the D.C. Public Library (DCPL) are the allocation of qualified resources to accomplish strategic goals; the creation of savings for reinvestment; and the substitution of technology for manpower. The DCPL is undergoing a transformation to modernize, organize, and manage resources in a manner to accomplish its critical mission. As part of that transition, DCPL is undertaking an initiative to improve readiness, operational performance, and transform the DCPL into a modernized business organization. One of the key components of this modernization is the Human Capital Improvement Initiative.

The Human Resources program at DCPL provides a full range of personnel services to the employees and managers of this city-wide library and all of its satellite facilities.

The Library has independent personnel authority but is not an independent financial authority. The existing independent personnel authority requires the Library to adhere to the District's Personnel Act which governs the agencies under the authority of the Mayor.

While the Human Resources organization has operated effectively over the years, recent mission changes have identified a number of areas where opportunities exist for meaningful improvement. This coupled with future developments in the various modernization portfolios make this an opportune time for a significant Human Resources Audit, Transformation and Modernization.

SCOPE OF WORK

The contractor shall plan and implement a program that accomplishes the following mandatory tasks:

- **HR Functional Assessment.** Conduct a full assessment of all current HR functions and processes and make recommendations for improvements and efficiencies.
- **Interview Key Personnel** – Conduct individual interviews with members of the “Shirley Group” to determine and document assessments of HR functions. The Shirley Group is an internal working group of key senior management that interacts with the HR staff on an ongoing basis. These interviews are designed to capture the individual assessments, perceptions and recommendations for transforming the HR function into a more efficient, responsive infrastructure function. There are 17 (seventeen) members of the “Shirley Group.”
- **Technology Review - Human Capital Processes.** Analyze all aspects of the human capital processes from a technology perspective and recommend electronic resources, to enhance and improve the ability of the department to achieve greater

customer service efficiency. This assessment shall include recommendations for software enhancements and/or upgrades and shall include authentication and data privacy functions to ensure the integrity of employee data, rights and safeguards from identify information theft.

SECTION D
Packaging and Marking

[This section is not applicable to this solicitation and is intentionally left blank]

SECTION E
Inspection and Acceptance

INSPECTION OF SERVICES

Inspection and acceptance of all work and services performed under this contract will be in accordance with this section.

Contract deliverables will be inspected for content, completeness, conformance to requirements and accuracy by the applicable DCPL program official. The DCPL will provide written acceptance, comments and/or changes, if any, within 15 working days from receipt by the DCPL of any deliverable.

Upon receipt of the DCPL comments, the contractor shall have 15 working days to incorporate the DCPL's comments and/or change requests and to resubmit the deliverable in its final form.

If written acceptance, comments and/or changes are not issued by the DCPL within 15 working days of submission, the draft deliverable shall be considered acceptable as written and submitted.

WARRANTY OF SERVICES

Notwithstanding inspection and acceptance by the government or any provision concerning the conclusiveness thereof, the contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or nonconformance to the contractor. This notice shall state either:

- That the contractor shall correct or reperform any defective or nonconforming services;
- That the government does not require correction or reperformance.

If the contractor is required to correct or reperform, it shall be at no cost to the government, and any services corrected or reperformed by the Contractor Team shall be subject to this clause to the same extent as work initially performed.

If the contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the contractor the cost incurred by the government or make an equitable adjustment in the contract price.

If the government does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.

SECTION F

Delivery/Performance

DELIVERABLES:

The contractor shall submit the following deliverables to the Contracting Officer's Technical Representative (COTR) as follows:

HR Functional Assessment

Develop a comprehensive assessment of all current HR functions and processes and submit a report that details the "as is" process with recommendations for improvements and efficiencies in each of the following areas: time and attendance, compensation to include health benefits, EEO and employee relations, employee records, employee orientation, desk audits, recruitment and retention, reductions in force and organizational development.

Conduct Key Personnel Interviews

Compile a comprehensive written briefing of each individual interview from members of the Shirley Group to include individual assessments and perceptions of what is currently working in the currently HR function and what is not working in the current HR function. This task will require the utilization of the assessment from the HR Functional Assessment task.

Technology Review - Human Capital Processes

Conduct an information technology review and assessment of the human capital function and recommend mechanisms for improvement to include a road for automating as many of the processes that are currently accomplished manually. This review and assessment shall incorporate a roadmap for implementing immediate and long-term technology efficiencies based on concrete realities. The deliverable shall be a written assessment and analysis of findings and recommendations.

Executive Presentation/Briefing

Prepare and conduct an executive level briefing of findings and recommendations that outlines a roadmap for implementation of short-term and long-term findings.

The contractor shall attend meetings on an ongoing basis as required and shall be prepared to provide written and verbal progress updates.

PERIOD OF PERFORMANCE:

The period of performance shall be from date of award for six months.

TYPE OF CONTRACT

The DCPL anticipates the award of a firm-fixed-price contract based resulting from this RFP.

SECTION G
Contract Administration

CONTRACTING OFFICER AUTHORITY

The contracting officer (CO) assigned to this contract has responsibility for ensuring the performance of all necessary actions for effective contracting; ensuring compliance with the terms and conditions of the contract and safeguarding the interests of the United States in its contractual relationships. The CO is the only individual authorized to enter, administer or terminate this contract and is the only person authorized to approve changes to any of the contract requirements.

The CO is identified as follows:

Wayne R. Minor
Chief Procurement Officer
DC Public Library
901 G Street, NW
Washington, DC 20001
Telephone: (202) 727-4800
Email: wayne.minor@dc.gov

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award. The designation letter will set forth the authorities and limitations of the COTR under the contract.

The Contracting Officer cannot authorize the COTR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the Contracting Officer.

The COTR for this contract is identified as follows:

Ellen Flaherty
Director of Human Capital
DC Public Library
901 G Street, NW
Washington, DC 20001
Telephone:
Email: ellen.flaherty@dc.gov

PAYMENT AND INVOICE INFORMATION

Payment shall be made for services accepted by the Government delivered to the destinations set forth in the contract.

Progress Payments will be made based on the following successful progress:

- CLIN 001 – 50%
- CLIN 002 – 25%
- CLIN 003 – 25%

All invoices/vouchers shall contain the following information:

- Name and Address of Contractor/Signature and Name of point of contact
- Date and invoice number
- Contract number
- Actual labor hours worked by each staff identified in Section B with fixed hourly rates identified in Section B
- Performance period (covered by the invoice)
- Receipts for all reimbursable expenses with justification for each expense

Invoices/Vouchers shall be submitted based on the progress payment schedule outlined above and shall provide a detail report of all work performed associated with that CLIN.

Upon inspection and written acceptance of the services described, the contractor shall be entitled to payment. Payment will be made upon representation of an acceptable invoice/voucher.

To receive timely payment, the Contractor shall follow the instructions provided above and submit to the following addresses:

MAILING ADDRESS:

D. C. Public Library
901 9th Street, NW
Washington, DC 20001
ATTN: Ellen Flaherty

Payment will be made not later than the 30th calendar day after the designated paying office has received a proper invoice/voucher approved by the designated DCPL official.

SECTION H **Special Requirements**

CONFIDENTIALITY OF INFORMATION

To the extent that the work under this contract requires that the Contractor be given access to or be furnished with confidential or proprietary business, technical or financial information or data belonging to other entities which is clearly marked as confidential or proprietary, the Contractor shall, after receipt thereof, treat such information in confidence and agrees not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized in writing by the Contracting Officer. The foregoing obligations, however, shall not apply to and the contractor shall have no obligations under this contract to hold information in confidence which, although identified and disclosed as stated herein, has been or is developed by the contractor independently and without benefit of information disclosed hereunder; and:

- (1) Information or data which is in the public domain at the time of receipt by the contractor;
- (2) Information or data which is published or otherwise subsequently becomes part of the public domain through no fault of the contractor;
- (3) Information or data which the contractor can demonstrate was already in its possession at the time of receipt thereof ; or
- (4) Information or data which the contractor can demonstrate was received by it from a third party who did not require the contractor to treat it in confidence.

The contractor agrees (1) to enter into an agreement, identical in all material respects to the requirements of paragraph (a) above, with each entity requesting such agreement and that is supplying such confidential or proprietary information or data to the contractor under this contract and (2) to supply a copy of such agreement to the Contracting Officer upon written request.

This clause shall be included in any subcontract under which there is a requirement or there becomes a requirement that the subcontractor be given access to or be furnished with confidential or proprietary business, technical or financial information or data.

ACCESS RESTRICTION

The contractor shall restrict access to those individuals with a valid need-to-know who are actually providing services under this contract. Further dissemination to other contractors, subcontractors or other Government agencies and private individuals or organizations is prohibited unless authorized in writing by the Contracting Officer's Technical Representative (COTR).

PLACE OF PERFORMANCE

The services to be performed will be in Washington, DC. Work will primarily be performed at the contractor's offices.

GOVERNMENT-FURNISHED PROPERTY

On a limited basis, the use of government furnished facilities to include desks, chairs, telephones and computers may be permitted when necessary. As a result, offerors should have limited overhead costs included in their fully loaded labor rates.

CONSENT TO SUBCONTRACT

If offerors propose joint ventures, teaming arrangements or subcontractors, the DCPL reserves the right to approve or disapprove these arrangements. As a result, offerors shall indicate if joint ventures, teaming arrangements or subcontractors are being proposed. Proposals shall clearly identify the personnel who are earmarked under joint ventures, teaming arrangements or subcontractors.

FLOW DOWN OF CLAUSES

All clauses applicable to the contractor shall flow down and be applicable to subcontractors, joint ventures or teaming arrangements.

KEY PERSONNEL

Offerors shall provide resumes of key personnel proposed to work on any resultant contract awarded as a result of this solicitation. Key personnel shall not be removed or substituted without prior written consent of the Contracting Officer. The contractor shall notify the Contracting Officer in writing within 5 calendar days in the event that key personnel are being removed or substituted. The Contracting Officer shall approve the substitution in writing within five (5) calendar days of the proposed substitution.

TECHNICAL DATA RIGHTS

The Contractor shall not use, disclose, reproduce or otherwise disclose to any persons any technical information or data licensed for use by the DCPL that bears any type of restrictive or proprietary legend except as may be necessary in the performance of the contract.

CONTRACTOR PUBLICITY

The contractor shall not publicize, advertise, promote, issue news releases, etc., relating to any resultant master contract award or any resultant task order award, without first obtaining written approval by the Contracting Officer.

DISCLOSURE OF INFORMATION

Any information made available to the contractor by the government shall be used only for the purpose of carrying out the provisions of an awarded contract and shall not be disclosed or made known in any manner to any persons except as may be necessary in the performance of the contract.

In the performance of this contract, the contractor assumes the responsibility for protection of the confidentiality of all DCPL records and/or protected data provided for performance under the contract and shall ensure that all work performed by any subcontractor is subject to the disclosure restrictions set forth above and all subcontract work to be performed under the supervision of the contractor or their employees.

POST AWARD CONFERENCE

The contracting officer will conduct a post-award conference with the contractor within 5 calendar days from any resultant contract award. Specific deliverables and due dates will be discussed and agreed to at the post-award conference.

SECTION I
Contract Clauses

CONTRACT CLAUSES INCORPORATED BY REFERENCE

The District of Columbia Standard Contract Provisions for Supply and Services Contracts, as amended is incorporated herein and made a part of this RFP.

SECTION J
List of Attachments

[This section is not applicable to this solicitation and is intentionally left blank]

SECTION K
Representations and Certifications

Offerors shall submit the following representations and certifications as a part of quotes in response to this solicitation:

Taxpayer Identification Number (TIN).

- ☐ TIN has been applied for.
- ☐ TIN is not required because:
 - ☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
 - ☐ Offeror is an agency or instrumentality of a foreign government;
 - ☐ Offeror is an agency or instrumentality of the Federal Government.

Type of organization.

- ☐ Sole proprietorship;
- ☐ Partnership;
- ☐ Corporate entity (not tax-exempt);
- ☐ Corporate entity (tax-exempt);
- ☐ Government entity (Federal, State, Local);
- ☐ Foreign government;
- ☐ International organization per 26 CFR 1.6-49-4;
- ☐ Other _____.

Common parent.

- ☐ Offeror is not owned or controlled by a common parent;
- ☐ Name and Tin of common parent:
 - Name _____.
 - TIN _____.

Drug-Free Workplace

The Contractor shall—within 30 days after award:

- ☐ (1) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- ☐ (2) Establish an ongoing drug-free awareness program to inform such employees about:
 - ☐ The dangers of drug abuse in the workplace;
 - ☐ The Contractor's policy of maintaining a drug-free workplace;
 - ☐ Any available drug counseling, rehabilitation, and employee assistance programs; and
 - ☐ The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Contractor, upon signing a contract for these services, agrees to this Drug-Free Workplace clause through the expiration of the contract's period of performance or through contract termination, if terminated.

If Contractor is an individual, the individual contractor agrees to this Drug-Free Workplace clause through the expiration of the contract's period of performance or through contract termination, if terminated.

Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matter.

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals -

(A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

(ii) The Offeror has ☐ has not ☐, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal or District of Columbia agency.

(2) Principals, for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(a) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(b) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional

information as requested by the Contracting Officer may render the Offeror nonresponsible.

The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

SECTION L
Instructions to Offerors

Receipt of Proposals

Offerors shall submit hard copy technical and price/cost proposals in sealed envelopes, conspicuously marked with solicitation number to the following address:

D.C. Public Library
901 G Street, NW Room 401
Washington, DC 20001
ATTN: Wayne R. Minor, Chief Procurement Officer

Proposals shall be submitted by November 16, 2007 at 2:00 p.m., local time. Late proposals will not be accepted or considered. Due to the mail delivery screening process, offerors are encouraged to hand deliver proposals to the address referenced above. Hand delivery is the responsibility of the offeror and does not change the proposal due date and time specified herein. Proposals that are hand delivered must be received by the date and time specified herein in order to be considered timely and in order to be considered. If proposals are sent by regular mail or overnight mail, proposals must be received by the date and time specified herein.

Facsimile proposals, electronic proposals or alternate proposals will not be accepted.

Proposals shall be submitted in one original with 3 copies.

Submission, Modification, Revision and Withdrawal of Proposals

Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the procurement; and—

- (1) There is acceptable evidence to establish that it was received at the Government location designated for receipt of offers and was under the Government’s control prior to the time set for receipt of offers; or
- (2) It is the only proposal received.

However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

Acceptable evidence to establish the time of receipt at the Government location includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the location

If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

Offerors may submit revised proposals only if requested or allowed by the Contracting Officer. Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

Offer Expiration Date.

Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

Proposal Format

- a. One (1) original and three (3) copies, single sided.
- b. Font

Use an easily readable typeface, such as Times Roman or Arial, in not less than 11 point.

c. Paper Size and Margins

Proposals shall be on 8 ½" x 11" white paper. Margins must be at least one (1) inch at the top, bottom, left and right of the paper with left-align text.

d. Numbering

Pages are to be numbered sequentially from page 1 to the end, including charts, figures, tables, and appendices.

e. Names

Include the firm/team name on each page.

f. Offerors shall submit proposals in response to this solicitation in English.

Solicitation Questions

Questions in response to this solicitation shall be submitted in writing via electronic mail (email) to Wayne R. Minor at wayne.minor@dc.gov by **November 5, 2:00 p.m., local. Questions received after the date and time specified will not be addressed.**

Unnecessarily Elaborate Proposals

Offerors are cautioned not to submit unnecessarily elaborate proposals, as they are an indication of offeror's work.

Proposal Limitation

Proposals shall not exceed ten (20) pages in length. Although appendices and other attachments may be included with a proposal (and such appendices or attachments will not be subject to the foregoing page limitation), the DCPL is not required to review or consider any such appendices or attachments in its evaluation.

SECTION M **Proposal Evaluation**

GENERAL

In awarding the proposed contract, the following evaluation factors will be utilized to determine the selection of a vendor who offers the best value to the Government: Personnel, Technical Approach, Management Approach, and Past Performance. The evaluation criteria are listed in descending order of importance, exclusive of cost/price, which will be considered in the analysis of determining the overall best value to the Government.

Offerors are advised that an offer complying with solicitation requirements with the lowest price may not be selected for award if a higher-priced offer is determined to be the most advantageous to the Government. The Government may award the resulting contract to an offeror who does not offer the lowest price.

All offers will be evaluated for compliance with the terms, conditions, and requirements set forth by this RFP. The Government **may** evaluate offers and award a contract without discussions. Therefore, the initial offer submitted should contain the offeror's best terms.

For the purposes of evaluating offers and selecting the awardee, the combined relative merit of offeror's technical proposal as evaluated in accordance with the evaluation factors listed herein shall be considered significantly more important than price. The proposed price shall be considered an important criterion in the overall evaluation of offers. The factors listed below will be evaluated to determine the selection of a contractor who offers the best value to the Government. The following technical evaluation factors are listed in descending order of importance:

Factor 1 – Personnel

The offeror's proposal shall include the resumes for the proposed Key and Non Key Personnel who will perform under the resulting task order(s). The resumes shall contain, at a minimum: company name/address; telephone number; points of contact; duties performed by individual Key and Non Key Personnel; dates employed; qualifications; experience; skills; availability; and credentials (education, training and certifications) and current security clearance. Identify whether each proposed key or non-key personnel is a current full-time employee, current part-time employee, contingent-employee, consultant, subcontractor, or other. Describe the availability and existing commitments of Key and Non Key Personnel. The resumes are limited to two pages. Describe job duties to be performed by proposed Key and Non Key Personnel under the resulting task order.

An offeror's overview of proposed Key and Non Key Personnel is not considered a Resume and will not satisfy this requirement. If subcontractor or personnel employed by

other than the offeror are proposed, the government will only consider those qualifications if a firm commitment is demonstrated with the firm by which they are employed or with the individuals identified. Commitment letters shall be provided with the offer.

Factor 2 - Technical Approach

The technical approach shall clearly identify the offeror's wishes to be considered for this requirement and provide evidence of experience in providing these services. Offerors will be evaluated based upon their understanding of this requirement as demonstrated in the offeror's proposal which presents an efficient and realistic approach to meet the proposed requirement. The technical approach must be submitted indicating how each aspect of the Statement of Work is to be accomplished. The technical approach should demonstrate an in-depth technical understanding and ability to meet the SOW requirements. The approach must include information on how the project is to be organized and the capability of the contractor. The offeror shall identify technical barriers that it would conceivably encounter in pursuing the required work and make specific proposals for their solution. The approach should reflect a clear understanding of the nature of the work to be undertaken.

Factor 3 – Management Approach

The offeror will be evaluated based upon the offeror's ability to manage the SOW requirements, provide methodology, resource management and a feasible quality control plan to accomplish SOW tasks after contract award.

The offeror shall provide corporate experience describing its ability to manage the work required under the proposed task order. The organizational/management experience shall describe how the firm will adequately supply qualified personnel; describe the firm's ability to combine expertise of its personnel to cover specified program areas; describe how the project manager will supervise and coordinate the program areas; describe firms' ability to recruit people with experience; and describe the firms organizational experience as it relates to experience in human resources/human capital transformation, modernization and revitalization.

Factor 4 - Past Performance

The offeror's demonstrated past performance will be evaluated similar services. The Government will focus on information that demonstrates quality of performance relative to the complexity of the procurement under consideration. Sources other than those identified by the offeror's proposal may also be contacted/accessed by the Government. The Government may use the additional information received/retrieved in its evaluation of the offeror's past performance.

Pricing

In awarding the proposed contract, DCPL will select a contractor who presents the overall best value to the Government, considering the technical merit of the contractor's proposal and its evaluated cost/price. DCPL will use the factors above to evaluate all proposals. The proposed labor skill mix associated with the proposed labor rates will be analyzed to determine if the prices proposed are reasonable for the type of work proposed. The evaluated merit of the contractor's technical/management proposal is most important and carries the greatest weight.

Price proposals shall be submitted in sufficient detail to allow evaluation by the government to include direct labor with proposed labor skill mix, estimated labor hours, direct costs, indirect costs, general/administrative and profit/fee. Pricing shall be on a firm-fixed-price basis and shall include Section B of this solicitation.

Offers will be evaluated based on the following adjectival scoring:

EVALUATION RATINGS	
Exceptional	Numerous strengths and no weaknesses identified, indicating that the proposed effort will significantly benefit the government.
Very Good	Some strengths and few minor weaknesses that can be easily corrected, indicating the proposed effort will benefit the government. Strengths offset weaknesses.
Satisfactory	Meets the requirement, however, may contain some weaknesses that can be corrected without major revisions, indicating the proposed effort will meet the government's requirements. Strengths do not offset weaknesses.
Poor	Major weaknesses, indicating the proposed effort will minimally, but acceptably, meet the government requirements. Weaknesses clearly offset and strengths that may exist.
Unsatisfactory	Fails to meet the government's requirements.
Neutral	If the vendor is a new business, which has not had an opportunity to formulate any past performance for same or similar work, the response will be rated as neutral against its competitors.

Definitions:

Strengths – that area, being evaluated, that exceeds the requirements stated in the statement of work. Also may contain enhancing features that provide supply or service above and beyond what is called for that benefit the government.

Weakness – a flaw that increases the risk of unsuccessful performance. A weakness may be correctable through discussions and revisions.

Deficiency – a material failure to meet the requirement or a combination of weaknesses that increases the risk of unsuccessful performance to an unacceptable level. Deficiencies are fatal errors that can't be corrected, without major revisions.